

4 FAH-2 H-100 UNITED STATES DISBURSING OFFICER (USDO) AUTHORITIES AND RESPONSIBILITIES

4 FAH-2 H-110 AUTHORITIES AND DESIGNATIONS

(TL:DOH-1; 06-13-2001)

4 FAH-2 H-111 INTRODUCTION AND APPLICABILITY

(TL:DOH-1; 06-13-2001)

a. This handbook prescribes the authorities, designations, and responsibilities of the U.S. disbursing officer (USDO) assigned to the Department of State financial service centers (FSC). The USDO disburses and collects U.S. Government funds by direct delegation of the Department of the Treasury under authority of Chapter 33 of 31 U.S.C. The Department of State manages three FSCs in Charleston, SC; Bangkok, Thailand; and Paris, France.

b. The Bureau of Finance and Management Policy (FMP) is responsible for establishing the Department's policy regarding the operations of the FSC. The USDO reports to the director of the FSC who in turn reports directly to the managing director of the international financial services (FMP/F/IFS). The director of FMP/F/IFS reports to the deputy chief financial officer who in turn reports to the chief financial officer or assistant secretary.

4 FAH-2 H-112 AUTHORITIES

(TL:DOH-1; 06-13-2001)

The authorities for the USDO policies and procedures include the following:

- (1) The United States Code, 31 U.S.C., Chapters 33 and 35.
- (2) Treasury Financial Manual, Volume 1, Part 4-Disbursing.

4 FAH-2 H-113 DESIGNATION OF USDO

4 FAH-2 H-113.1 U.S. Citizen Direct Hire Employees

(TL:DOH-1; 06-13-2001)

a. Department of State U.S. citizen employees are assigned to an FSC and designated as a USDO by the Department. The chief disbursing officer of the Treasury Department delegates disbursing authority to the USDO in accordance with 31 U.S.C. 3321.

b. A new designation is required when a USDO transfers to another FSC. A new designation must be completed when there is a legal change in the USDO's name. A legal change means by marriage, divorce, or other legal action. A change in method of signing is not in itself a legal change (for example, John S. Smith to J.S. Smith). The FSC must request the new delegation and designation from the Department of State. The new legal name cannot be used for disbursing purposes until the redelegation has been received by the USDO.

c. Department and/or FSC Notifications

(1) Upon appointment, the Department of State advises the FSC of the USDO's name, length of assignment, and place where the USDO will exercise the authority.

(2) After arrival of the USDO at post, the FSC informs FMP/F/IFS of the date the individual actually began performing the USDO functions at the post. See 4 FAH-2 Exhibit H-113 (1).

(3) FMP/F/IFS responds to post with a designation message. FMP/F/IFS prepares and signs a letter designating the USDO. This letter is mailed to the FSC who in turn mails the letter to all the local banks in which U.S. Government funds are maintained. See 4 FAH-2 Exhibits H-113 (2) and H-113 (3).

(4) Upon transfer of a USDO, the FSC informs FMP/F/IFS of the date the individual ceased performing the USDO function at the post, and the number of the last Treasury check issued by the USDO.

(5) Assistant USDOs are named at each FSC having a USDO to perform disbursing duties during the temporary absence or incapacity of the USDO or, where circumstances warrant, to actively assist the USDO in the daily disbursing functions. An assistant USDO performs the same duties and functions as the USDO. See 4 FAH-2 H-113.2 for nominating a Foreign Service national (FSN) employee as assistant USDO.

4 FAH-2 H-113.2 FSN Direct Hire Employees

(TL:DOH-1; 06-13-2001)

a. An FSN employee may be designated assistant USDO. The following information must be provided to FMP/F/IFS when requesting designation of an FSN as assistant USDO.

- (1) Name of the employee being nominated.
- (2) The qualifications of the FSN employee and why they are being nominated over a direct-hire U.S. citizen.
- (3) The recourses available to the United States in the event the FSN misappropriates funds. The extent that local laws and/or the courts aid in the prosecution of their citizens and the recovery of misappropriated funds.

b. The designation is for a two-year period. The FSC should submit a request to FMP/F/IFS approximately 60 days prior to the end of the period for a renewal or termination of the designation. The request should include justifications for the renewal, including any changes in operations or local laws.

4 FAH-2 H-114 RESPONSIBILITIES AND LIMITATIONS OF USDO

4 FAH-2 H-114.1 Public Money Responsibility

(TL:DOH-1; 06-13-2001)

a. Accountability and use of funds.

(1) The USDO is the only person authorized to make direct disbursements from U.S. Government funds. The USDO assumes full personal liability for losses and shortages that occur during the performance of their duties and retains such accountability until relief is granted.

(2) Available funds for the USDO to make payments chargeable to U.S. dollar appropriations of the Department of State and other agencies are termed "foreign service accountability" (FSA). Funds available in this category may be used to pay certified vouchers charged against U.S. dollar appropriations of the Department of State or other agencies which the USDO is authorized to service.

(3) The FSA account represents a clearing account for collection and disbursement operations. Each disbursement is charged on the records to the specific appropriation, and each collection is credited to the proper receipt account, thus reducing or increasing the USDO FSA balance.

(4) The USDO balance in the foreign service accountability is not to be regarded as controlling the amount of funds available for payment under specific allotments and appropriations. Allotment data is maintained by fiscal serviced posts, the Department of State, and other agencies for which the USDO is authorized to disburse; these entities provide the necessary control to prevent payments in excess of available appropriations.

(5) The USDO maintains permanent official records of all financial transactions.

b. Pursuant to the provisions of 31 U.S.C. 3322, a USDO shall:

(1) Deposit public money; and

(2) Draw public money from the Treasury or a designated depository only as necessary to make payments, and payable to persons to whom payment is to be made.

c. The USDO is not liable for an overpayment provided under a U.S. government bill of lading or transportation request when the overpayment is caused by the:

(1) Use of improper transportation rates;

(2) Classifications; or

(3) Failure to deduct the proper amount under a land grant law, or equalization, or other agreement.

4 FAH-2 H-114.2 Voucher Disbursements

(TL:DOH-1; 06-13-2001)

a. Pursuant to the provisions of 31 U.S.C. 3325(a), except for the correctness of computations on a certified voucher, a USDO is held accountable for:

(1) Disbursing money only as provided by a voucher that is certified by the head of the executive agency concerned, or an officer or employee who is authorized to certify vouchers.

(2) Examining a voucher as necessary to decide if it is in proper form. Vouchers are considered properly examined when received at an FSC via an electronic certification system (ECS).

b. In view of the statutory responsibility of certifying officers (see 4 FAM 432), a USDO is not required to verify the propriety or legality of vouchers that are in proper form, properly approved, and certified for payment. However, if in the course of exercising the disbursing function and without specific audit or examination, an error is discovered, the voucher is to be returned to the certifying officer for correction.

4 FAH-2 H-114.3 Cashier Review

(TL:DOH-1; 06-13-2001)

For each authorized cashier, the designating USDO shall:

(1) Establish and maintain a file on each cashier, which includes the request for designation, each request for increase or decrease of the fund, and any other correspondence related to the fund including a record of unannounced verifications.

(2) Annually review each cashier advance for propriety and activity.

(3) See 4 FAH-2 H-800 for policies and procedures on monitoring cashier funds.

4 FAH-2 H-114.4 Organization And Staffing Of USDO Office

(TL:DOH-1; 06-13-2001)

The USDO is responsible for ensuring all functions of the disbursing operations are properly fulfilled, and that there is sufficient staff to carry out the activities of the disbursing office.

4 FAH-2 H-115 THROUGH H-119 UNASSIGNED

4 FAH-2 H-113 Exhibit H-113 (1)
REQUEST TO BE APPOINTED USDO

(TL:DOH-1; 06-13-2001)

FM USOFFICE FSC PARIS

TO SECSTATE WASHDC

UNCLASS USOFFICE FSC PARIS 056792

FOR FMP/F/IFS

E.O. 12356: N/A

TAGS: AFIN

REF: USOFFICE PARIS 051673

SUBJECT: DESIGNATION OF USDO

1. IT IS REQUESTED THAT MARY JONES BE DESIGNATED USDO AT FSC PARIS EFFECTIVE 9/2/98.
2. MS. JONES REPLACES MR. DONALD SMITH WHOSE APPOINTMENT WAS TERMINATED 8/14/98 PER REFTTEL.
3. THE AUSDO IS MR. HAROLD BROWN.

GARDNER##

4 FAH-2 H-113 Exhibit H-113 (2)

DESIGNATION OF USDO

(TL:DOH-1; 06-13-2001)

FM SECSTATE WASHDC

TO USOFFICE FSC PARIS

UNCLASS STATE 056123

E.O. 12356: N/A

TAGS: AFIN

SUBJECT: DESIGNATION OF DISBURSING OFFICER

REF: USOFFICE FSC PARIS 056792

1. MARY JONES IS DESIGNATED BY THE TREASURY DEPARTMENT AS USDO FOR FSC PARIS PER 4 FAH-3 H-062 EFFECTIVE 09/2/98.

2. UNITED STATES DISBURSING OFFICERS ARE EMPLOYEES OF THE DEPARTMENT OF STATE AND DISBURSE IN FOREIGN COUNTRIES. THEY DERIVE THEIR AUTHORITY TO DISBURSE BY DIRECT DELEGATION FROM THE TREASURY DEPARTMENT'S CHIEF DISBURSING OFFICER.

3. DISBURSING OFFICERS MUST (A) DISBURSE MONEY ONLY UPON, AND IN STRICT ACCORDANCE WITH, VOUCHERS DULY CERTIFIED BY THE HEAD OF THE DEPARTMENT, ESTABLISHMENT, OR AGENCY CONCERNED, OR BY AN OFFICER OR EMPLOYEE THEREOF DULY AUTHORIZED IN WRITING BY SUCH HEAD TO CERTIFY SAID VOUCHERS;(B) MAKE SUCH EXAMINATION OF VOUCHERS AS MAY BE NECESSARY TO ASCERTAIN WHETHER THEY ARE IN PROPER FORM, DULY CERTIFIED AND APPROVED, AND CORRECTLY COMPUTED ON THE BASIS OF THE FACTS CERTIFIED; AND (C) BE HELD ACCOUNTABLE ACCORDINGLY, EXCEPT THAT ACCOUNTABILITY FOR THE CORRECTNESS OF COMPUTATIONS OF CERTIFIED VOUCHERS LIES WITH THE CERTIFYING OFFICER AND NOT THE DISBURSING OFFICER (31 U.S.C. 3325.3).

4. DISBURSING OFFICERS ARE "ACCOUNTABLE OFFICERS" AND ARE AUTOMATICALLY LIABLE AT THE MOMENT OF A LOSS OR SHORTAGE. TO MITIGATE THIS RULE, HOWEVER, CONGRESS HAS PROVIDED A MECHANISM FOR RELIEF. IF THE AGENCY REQUESTS RELIEF IN CONFORMITY WITH THE STATUTORY CONDITIONS AND IF GAO AGREES WITH THE ADMINISTRATIVE DETERMINATION, RELIEF WILL BE GRANTED.

5. INSTRUCTIONS FOR DUAL CAPACITY DESIGNATION PER 4 FAH-3 H-061.2 SHOULD BE STRICTLY OBSERVED.

6. FMP/F/IFS RECORDS INDICATE THE FOLLOWING USDO AND ASSISTANT USDO DESIGNATIONS LISTED FOR YOUR POST:

NAME	TYPE
MARY JONES	PRINCIPAL
HAROLD BROWN	ASSISTANT

7. PLEASE ADVISE FMP/F/IFS IF RECORDS AT POST DIFFER.

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4 FAH-2 H-113 Exhibit H-113(3) USDO DESIGNATION LETTER TO LOCAL BANKS

(TL:DOH-1; 06-13-2001)



United States Department of State

Washington, D.C. 20520

September 5, 1998

Disbursing Officer's Name: Mary Jones
Effective Date: September 2, 1998
Symbol: 6207
Location: Paris, France

With authorization from the Secretary of the Treasury, in accordance with 31 U.S.C. section 3321, the function of making disbursements is delegated by the Chief Disbursing Officer, Department of the Treasury, in a letter dated February 7, 1996, to the State Department position of USDO, to the above-named employee of the Department of State, effective on the date, at the location, and using the symbol listed above.

The above-named individual is designated as a U.S. Disbursing Officer; that individual is authorized to act as an assistant to the U.S. Disbursing Officer, and can perform the functions listed below, only as delegated by the U.S. Disbursing Officer.

In accordance with the foregoing authority and the regulations of the Treasury Financial Manual (TFM), I TFM 4-5000, Requisitioning, Preparing, and Issuing Treasury Checks, and I TFM 4-9000, Foreign Exchange, the following functions can be performed:

- Sign checks under the title U.S. Disbursing Officer, followed by his/her own signature, drawn upon the general account of the U.S. Treasury over the checking account symbol(s) shown above.
- Sign checks under the title U.S. Disbursing Officer, followed by his/her own signature, drawn upon accounts established in designated foreign depositories.
- Purchase foreign currency with U.S. dollars as required for disbursing purposes.
- Purchase checks to be made payable in foreign currencies for the purpose of remitting payments to Government creditors.
- Exchange foreign currency checks or other instruments payable in foreign currency, representing official funds for which the disbursing officer is accountable, for United States currency, United States dollar checks or other instruments payable in United States dollars for disbursing purposes.
- Cash checks and other instruments in foreign countries for accommodation purposes for various authorized individuals.
- Retain balances of foreign exchange in commercial banks, not to exceed the minimum amount required to cover these banks for depository check payments.

Michael A. Rafalko
Deputy Managing Director
International Financial Services